

r Force Security Assistance Cent

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U.S. AIR FORCE

Logistics Applications - Open Document Number Query Tutorial

**AFSAC Schoolhouse
DSN 986-0722
(937) 656-0722
9/11/16**

Integrity □ Service □ Excellence



Description

Open Requisition Status

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- **Three ways to access Open Requisition Status**
 - Open Document Number Query tool
 - Open Requisition Status Report
 - Daily NMCS Report (NMCS = Not Mission Capable Supply)
- **Tools provide basic Supply Management functions over the web to USAF and customers around the world**
- **Tools allow customer to view customized reports on open requisitions**
 - Can view a single requisition
 - Can view all requisitions associated with a particular case and/or line of a case



AFSAC Supply Management - Open Material & Services Tools



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- **Open Document Number Query**
 - **Research tool for a single requisition**
(covered in this Tutorial)
- **Open Material & Services**
 - **Reporting tool for all requisitions sorted on a choice of parameters** (see Open Material & Services Tutorial)
- **Daily NMCS Report**
 - **Reporting tool for all requisitions that have been coded NMCS** (see Daily NMCS Report Tutorial)



AFSAC Online Home Page

<https://afsac.wpafb.af.mil>

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AFSAC
Online

Home

What's New

Security

Feedback

Help

Supporting
Worldwide
Partnerships

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AFSAC Online Links

- Home
- What's New
- System Requirements
- FAQ's
- Security
- Feedback
- Tech Support
- Apply for AFSAC Online and/or SAMIS Account**
- Change Password
- Security Cooperation Information Portal (SCIP) Web Site
- Password Required**
- Apply for SCIP Portal Account
- Application Links**
- Tutorials
- Applications Suite
- Supply Application
- Letter of Request (LOR)
- Logistics Applications



AFSAC Online

The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.

--DSL or high-speed internet connection recommended

--Click here to apply for AFSAC Online account

- AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.
- Business Applications

(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



AFSAC Online

Feedback/Technical Assistance

AFSAC

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AFSAC Online Links

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What's New

System Requirements

FAQ's

Security

Feedback

Tech Support

Apply for AFSAC Online
and/or SAMIS Account

Change Password

Security Cooperation
Information Portal (SCIP)
Web Site

Password Required

Apply for SCIP Portal
Account

Application Links

Tutorials

Applications Suite

Supply Application

Letter of Request (LOR)

Logistics Applications



AFSAC Online

Use the "Feedback" link to document questions/comments about AFSAC Online tools.

For "Technical Assistance" (connectivity issues) with the **AFSAC Online tools contact AFSAC Technical Support.**

- AFSAC's goal not intended to have developed provide easy,

- Business app (Use the navi business app

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that goal. It is
wide, we



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Open Document Number Query Tutorial

**Use this Tutorial, to learn “How To” use
the Open Document Number Query tool.**



AFSAC Online - Open Document Number Query

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Information Portal (SCIP)
Web Site
Password Required
Apply for SCIP Portal Account
Application Links
Tutorials
Applications Suite
Supply Application
Letter of Request (LOR)
Logistics Applications
Financial Applications
VWRS
PROSII Program Information
Tech Order Index
PROS II Metrics
AFSAC Metrics
Supply Discrepancy Reporting(SDR)
Financial Tool

- International
- SDR Automation

The Open Document Number Query tool is accessed through the Logistics Applications link in AFSAC Online.

- AFSAC's goal is to satisfy our customers' needs. This web-based service is another attempt to achieve that goal. It is not intended to replace our valued personal interface with our customer. Because our customers are worldwide, we have developed this interface to provide easy, around-the-clock access to information about our services.

- Business applications

(Use the navigation links on the left to access the applications)

Open Document Number Query

Online Requisitioning

FMS Repair Replace Cross Ref List

Daily NMCS Report

Open Requisition Status

We offer a number of Logistics and Financial Applications as well as Worldwide Warehouse Applications (VWRS) Technical Order Index, Parts and Repair Ordering System (PROS) II Monthly Metrics, Letter of Request (LOR) Submission Validation and AFSAC Online Metrics.

We are constantly striving to develop new tools for our customers. Look for account automation features such as automate password resets and additional AFSAC Online Metrics in upcoming months.

Selecting



AFSAC Online Login - Open Document Number Query



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A screenshot of a Windows Security dialog box. The title bar reads "Windows Security". The main text says "The server afsac2.wpafb.af.mil at proddad requires a username and password." Below this, there is a small icon of the AFSAC logo. To the right of the icon are two text input fields: "User name" and "Password". Below the "Password" field is a checkbox labeled "Remember my credentials". At the bottom right, there are two buttons: "OK" and "Cancel".

- 1. Use your AFSAC Online ID (User name) and Password to access the Open Document Number Query tool.**
- 2. Then click "OK" button.**



AFSAC Online - Open Document Number Query



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NOTE: AFSAC Online will limit the user from viewing only their own country's data.

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Enter an Open Document Number

This account was last used on 11-JUL-2006 12:25:23

1. Enter the Open Document (Control) Number you wish to research in the space provided.
2. Click the "Submit" button.

Country Code has been erased from example.



Interpreting Requisition Data



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Re-Query

Document Number	D 02543456700
Case/Line	YAE/004
Stock Number	8140013883761
Current Quantity	8
Shipped Quantity	0
Outstanding Quantity	8
Current Status	BV
Estimated Shipping Date	2006-MAR-02
Current unit price	\$3,265.95
Current requisition value	\$26,127.60
Priority	06
NMCS	No
Programmed	
Follow up Point	FG5
Project Code	

- **Document Number** - Unique number assigned to the requisition. Make sure that this number matches the number you are researching.
- **Case/Line** - Unique number assigned to the Letter of Offer and Acceptance (LOA) that this requisition was ordered against. Make sure they match the case and line you are researching.

Country Code has been erased from example.

Number - Unique
for the item that



Interpreting Requisition Data



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Priority	06
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Programmed	
Follow up Point	FG5
Project Code	

- **Current Quantity** - How many was ordered.
- **Shipped Quantity** - How many have been shipped. This number may not match the "Current Quantity" depending on whether or not there has been a partial shipment.
- **Outstanding Quantity** - How many are left to be shipped

Country Code has been erased from example.



Interpreting Requisition Data



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Follow up Point	FG5
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- **Current Status** - Indicates the current status of this requisition. Refer to Status Code definitions for more information.
- **Estimated Shipping Date** - The date when the item is estimated to be shipped.
- **Current Unit Price** - Price of the item being requisitioned.
- **Current Requisition Value** - Price times requisition

Country Code has been erased from example.



Interpreting Requisition Data



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Priority	06
NMCS	No
Programmed	
Follow up Point	FG5
Project Code	

Country Code has been erased from example.

- **Priority** - Urgency of need assigned to the requisition.
- **NMCS** - Not Mission Capable Supply (YES or NO) - Highest priority assigned within a priority level.
- **Programmed** - (YES or NO) - Indicates whether or not this item is on the CLSSA programmed list.
- **Follow Up Point** - Source of supply responsible for filling the requisition.
- **Project Code** - Special code assigned to requisition



Re-Query New Document

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[Re-Query](#)

Document Number	D 02543456700
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Current unit price	\$3,265.95
Current requisition value	\$26,127.60
Priority	06
NMCS	No
Programmed	
Follow up Point	FG5
Project Code	

Click on the Re-Query link to start a search on another Open Document.

Country Code has been erased from example.



AFSAC Online - Open Document Number Query



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Enter an Open Document Number

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1. Enter the **Next** Open Document Number you wish to research in the space provided.
2. Click the "Submit" button.

Country Code has been erased from example.



Practice



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Now it is your turn:

- Use your own AFSAC Online user ID and password, and practice displaying the data for Open Document Number requisitions.